



CONNECTICUT DEPARTMENT OF TRANSPORTATION

POLICY STATEMENT

POLICY NO. F&A-10

February 8, 2005

SUBJECT: Code of Ethics Policy

No employee of the Connecticut Department of Transportation shall, either individually (or as a member of a group), directly or indirectly, solicit or accept any gift or gratuity from any person or organization with whom the Department has, has had, or may expect to have, a business relationship which could cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the Department. Anything of value that any person or organization attempts to give to an employee of this Department shall be immediately returned. If such thing of value is received by other than personal delivery from the subject person or organization, it shall be taken to the Office of Human Resources along with the name and address of the person or firm who gave the item. The Office of Human Resources along with the recipient of the item of value will arrange for the donation of the item to a local charity (e.g., Foodshare, local soup kitchens, etc.). The Office of Human Resources will then send a letter to the gift giver advising them of this donation.

No employee of this Department shall, either individually (or as a member of a group), directly or indirectly, solicit the sale of tickets for a charitable event or accept any gift for the benefit of a charitable organization from any person or organization with whom the Department has, has had, or may expect to have, a business relationship which would cause, or create the appearance of, a conflict with or influence the performance of the Department.

No employee of this Department shall use or distribute State information or use State equipment or materials for other than State business purposes.

No employee shall use their position/influence or any information for financial benefits (this includes family members).

No employee of this Department shall allow any private obligation of employment or enterprise to take precedence over his/her responsibility to the Department.

No employee of this Department shall accept employment with any consultant, contractor, appraiser, or any other organization or individual which is under contract or agreement with the State of Connecticut, nor shall any employee of this Department have, directly or indirectly, a

financial interest in any business, firm, or enterprise doing business with the State of Connecticut, which could cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the Department. Employees shall disclose other employment to the Human Resources Administrator.

Certain political activities may also result in a conflict of interest for Department employees. Political activities of State employees are governed by both the Federal Hatch Act and Connecticut General Statute 5-266a.

In addition to the above, all employees of this Department are to comply with Sections 1-79 through 1-89 of the Connecticut General Statutes, as amended, entitled Code of Ethics for Public Officials. Other important Ethics references include:

Code of Ethics for Public Officials

http://www.ethics.state.ct.us/statutes_and_regulations.htm

Statutes, Regulations, and Policies Concerning Political Activity of Employees

<http://www.das.state.ct.us/HR/om/GL214D.pdf>

The Department of Transportation Ethics Liaison is Dave Crowther who can be reached at (860) 594-3032. Mr. Crowther is responsible for monitoring Department policies relevant to Ethics compliance and serving as a resource for Ethics guidance and advice.

Employees are also encouraged to contact the Ethics Commission directly with inquiries and requests for guidance at:

Telephone No.: (860) 566-4472 or Internet: www.ethics.state.ct.us

In instances where the Department's policy conflicts with the Code of Ethics for Public Officials, the Department's more restrictive policy takes precedence.

(This Policy Statement supersedes Policy Statement No. F&A-10 dated July 30, 2004)

Stephen E. Korta, II
Commissioner

List 1 and List 3

(Managers and supervisors are requested to distribute a copy of this Policy Statement to all employees under their supervision.)